

# MARIS

## MLS STATUS GUIDE & FAQ

### PRE-MARKET CATEGORY

**INCOMPLETE** - This category stores listing data while gathering all the property information. This allows the agent to enter partial amounts of data, including photos and supplements, while they prepare to activate it.

### PRE-MARKET STATUSES

**COMING SOON** – For properties that are preparing for full marketing exposure as an Active status listing. Can be marketed to all licensed professionals within MARIS systems and on any medium controlled by the broker or agent as “Coming Soon”. DOM does NOT accrue.

- Entry rule: listings must be submitted as Coming Soon within five (5) business days after all necessary signatures of seller(s) have been obtained **or** within one (1) business day after marketing, per Clear Cooperation Rules Section 1.01.
- No Showings are allowed until listing status is Active.
- Once entered into the MLS as Coming Soon, marketing can begin.
- The status timeframe is 21 days and will activate automatically early on the 21<sup>st</sup> day or on the Expected Active date.
- Cannot be changed back to Coming Soon if made Active prior to or on the Expected Active Date.
- Are distributed to brokerage IDX and VOW, 3<sup>rd</sup> party syndicates, and back-office feeds for internal brokerage products, unless the ‘Publish to Internet’ field is marked ‘No’.

**OFFICE EXCLUSIVE - For properties that have privacy concerns or no intention of receiving full marketing exposure. These listings are only visible to the listing brokerage and MLS staff. DOM does NOT accrue.**

- **Public marketing is NOT permitted while in this status.**
- Entry rule: listings must be submitted as Office Exclusive within five (5) business days after all necessary signatures of seller(s) have been obtained.
- Office Exclusive Certification form must be filled out and signed by seller(s) within five (5) business days of contract signing.

### **MARIS Rules Section 1.3 - Office Exclusive Listings**

**If the seller refuses to permit the listing to be disseminated by the Service, the Participant may then take the listing and such listing shall be filed with the Service (under the Office Exclusive status), but not disseminated to the Participants. An Office Exclusive Certification form must be completed no later than five (5) business days following the contract's execution date. The completed form must be maintained with all other listing documents related to the property. Upon request from MARIS, this form must be provided within one (1) business day.**

- Showings are allowed to agents and clients of agents within the listing brokerage ONLY; showings or publicly marketing outside the listing brokerage may invoke a Clear Cooperation violation which states:

### **MARIS Rules Section 1.01 - Clear Cooperation**

**Within one (1) business day of marketing a property to the public, the listing broker must submit the listing to the MLS for cooperation with other MLS Participants. Public marketing includes, but is not limited to, flyers displayed in windows, yard signs, digital marketing on public facing websites, brokerage website displays (including IDX and VOW), digital communications marketing (email blasts), multi-brokerage listing sharing networks, and applications available to the general public.**

- Once made Active or Coming Soon, it cannot be changed back to Office Exclusive.
- An Office Exclusive listing that reaches the expiration date can be deleted from the Office Exclusive status.

## **ON MARKET STATUSES**

**ACTIVE - For properties that are offered for sale and have no accepted contract. DOM will accrue.**

- Entry rule: listings must be submitted as Active within five (5) business days after all necessary signatures of seller(s) have been obtained **or** within one (1) business day after marketing, per Clear Cooperation Rules Section 1.01.
- Public marketing is allowed and includes, but is not limited to, flyers displayed in windows, yard signs, digital marketing on public facing websites, brokerage website displays (including IDX and VOW), digital communications marketing (email blasts), multi-brokerage listing sharing networks, and applications available to the general public.
- Showings and open houses permitted with clear instructions.
- Are distributed to brokerage IDX and VOW, 3<sup>rd</sup> party syndicates, and back-office feeds for internal brokerage products, unless the 'Publish to Internet' field is marked 'No'.
- A listing can be in the system as Active without showings. This may be notated in the remarks or through the ShowingTime scheduler.

**ACTIVE UNDER CONTRACT - For properties that have an accepted contract, and the seller has instructed their agent to keep marketing and showing the property in an effort to obtain a backup offer. DOM will accrue.**

- With Kick-out - For properties that have an accepted contract with a contingency that may allow the seller to terminate the current contract in favor of a backup contract.
- Without Kick-out - For properties that have an accepted contract, and the seller has instructed the listing broker to keep marketing the property in effort to secure a backup contract, regardless of their ability to terminate the current contract.
- You have three (3) business days from the contract amendment to update the status.
- Public marketing is allowed and includes, but is not limited to, flyers displayed in windows, yard signs, digital marketing on public facing websites, brokerage website displays (including IDX and VOW), digital communications marketing (email blasts), multi-brokerage listing sharing networks, and applications available to the general public.
- Showings and open houses are permitted with clear instructions.
- Are distributed to brokerage IDX and VOW, 3<sup>rd</sup> party syndicates, and back-office feeds for internal brokerage products, unless the 'Publish to Internet' field is marked 'No'.

**PENDING - For properties that have an accepted contract, and the seller has instructed their agent to cease marketing and/or showing the property. This property may still have normal contractual conditions (i.e., inspections, financing, etc.) DOM stops accruing unless reactivated.**

- You have three (3) business days from the contract amendment to update the status.
- Listings will remain in Pending up to 9 months after Expiration Date.
- Are distributed to brokerage IDX and VOW, 3<sup>rd</sup> party syndicates, and back-office feeds for internal brokerage products, unless the 'Publish to Internet' field is marked 'No'.

**HOLD (former name Temporarily Off Market) - For properties that are not being marketed for a period of time but are still subject to a brokerage agreement and expected to return to Active status in a short period of time. DOM stops accruing until reactivated.**

- You have three (3) business days from the contract amendment to update the status.
- No showings or open houses are permitted.
- Typically used for 30 days, or less, however, there is no maximum time limit.
- Will show as "Off Market" on all IDX/VOW feeds and 3<sup>rd</sup> party sites opted by the managing broker.

#### **OFF MARKET STATUSES (DOM STOP ACCRUING)**

**CLOSED - For properties that have sold/leased. For the purposes of updating MLS status, 'closed' references the legal transfer of property and is not dependent on broker compensation being received.**

- You have three (3) business days from the contract amendment to update the status.
- Any corrections or revisions must be made by MARIS via email to [listingchanges@marismls.com](mailto:listingchanges@marismls.com).

**WITHDRAWN - For properties withdrawn from the system prior to expiration, but still subject to some listing broker rights. Listings will remain in this status until they move to the Expired status. All public marketing must cease when a listing enters this status.**

- You have three (3) business days from the contract amendment to update the status.
- No showings or open houses permitted.
- Listings will remain in the status until the Expiration Date is reached.
- DOM and CDOM will reset after 30 days ONLY if entered as a new listing on the 31<sup>st</sup> day or thereafter.
- Listing can be edited while in this status.

**EXPIRED - For properties where the Expiration Date has been reached.**

- No showings or open houses are permitted.
- Agent has thirty (30) days to revise the listing from Expiration Date.
- DOM and CDOM will reset after 30 days ONLY if entered as a new listing on the 31<sup>st</sup> day or thereafter.

**CANCELLED - For properties that have been withdrawn from the MLS, prior to the Expiration Date, and the listing agreement has been terminated. These listings will not expire.**

**STATUS LISTING AND HISTORY ABBREVIATIONS**

<u>Status</u>	<u>Listing</u>	<u>History</u>
Office Exclusive	WHD	WHCN
Coming Soon	CO	ACO
Active	A	A
Active Under Contract	AC	AC
Pending	P	P
Hold	T	T
Withdrawn	W	W
Cancelled	C	C
Closed	S	S
Expired	X	X

**CDOM CALCULATION:**

1. The CDOM or Cumulative Days on Market is a representation of how many days a property has been on-market/advertised in the MLS.
2. The CDOM stop calculating when moved to an off-market status (Hold, Pending, Closed, Withdrawn, Cancelled or Expired).
3. If an off-market MLS number is brought back to Active, CDOM will pick up from the last day on market. (Exception: Closed listings automatically reset to 0 and cannot be returned to Active).
4. To reset an Expired, Cancelled or Withdrawn listing, it must be in an off-market status for a FULL 30 days and must be brought back as a NEW listing.
5. Hold cannot be used to reset CDOM.
6. If a listing is off market and brought back by another brokerage the CDOM is still calculating unless there is a FULL 30 days between listings.

**Example:**

MLS number entered on 1/1/22 put on Hold on 1/24/22 and put back on market on 2/1/22.

1/1/22-01/24/22 = 24 CDOM

01/24/22-02/01/22= 0 CDOM

CDOM on 02/02/22 = 25

- **RESET CDOM**

To reset cumulative days on market (CDOM), the listing must be in one of the off-market statuses below for **30 days**. Off-market statuses are Withdrawn, Canceled and Expired. (If the listing was Closed, no waiting period is needed to reset the CDOM).

On the 31<sup>st</sup> day or thereafter, the listing must be entered as a **new** listing to reset the days on market.

**Note:** Reinstating the off-market listing or transferring a listing between brokerages will not reset the CDOM.

## **LISTING REQUIREMENTS**

**Listing Procedures:** Participants in the MLS shall be obligated to submit to the MLS all properties which are listed subject to a real estate Broker's license. Only listing of the designated types of property are required to be submitted to the service.

## **COMMERCIAL, INVESTMENT, INDUSTRIAL, & DISPLAY PROPERTIES ARE PERMITTED FOR INSERTION AT THE LISTING BROKER'S OPTION.**

**REQUIRED TYPES OF LISTINGS:** For any required property. (See Section 1, listing procedures above.) The property information for the following types of listing contracts must be submitted to the MLS Vendor **within five (5) business days** after all necessary signatures of seller(s) have been obtained:

- **Exclusive Right to Sell Listings** - An Exclusive Right to Sell listing with buyer exclusions must be denoted as such by coding them as "purchaser exemptions". This is done by selecting Excl Right to Sell under "Agreement Type" on the MLS Data Input Form.
- **Exclusive Agency Listings** - An Exclusive Agency Listing shall be denoted as such by selecting Exclusive Agency under "Agreement Type" on the MLS Data Input Form.

**THE MLS WILL ACCEPT LISTINGS THAT MAY BE SOLD AT AUCTION SUBJECT TO THE FOLLOWING CONDITIONS:**

- The possibility of an auction sale must be disclosed in special listing conditions.
- An auction listing may appear in the sale transaction type as long as a contract may be presented, negotiated and fully executed prior to the auction.
- Once a contract may no longer be presented, negotiated and accepted and the sale may only occur by auction, transaction type must be revised to auction.
- That a sale was a result of an auction must be disclosed at the time the listing is moved to the closed status.

**Property information for the following types of listings may NOT be submitted to the MLS Vendor:**

- Open Listings - Open Listings are not accepted because the inherent nature of an open listing is such that it does not usually include the power to appoint subagents and inherently provides a disincentive for cooperation.
- Net Listings - Net Listings are a violation of the Rules and Regulations of the Missouri Real Estate Commission (Section 2250-8.090 (14(F)))
- Business Only or Mobile Homes - without real estate cannot be listed with the MLS.

## **LISTING CHANGES FAQ**

### **Who can request a listing change?**

The list agent (still currently with the listing brokerage), managing broker, office admin of that listing agency, or recorded agent.

### **Who is the recorded agent?**

Buyer Broker may assign any representative desired on the buy side of the MLS recorded representation. Listing Broker may assign any representative desired on the sell side of the MLS recorded representation. This may happen at any time during the listing period and/or up to 90 days after the closing status change.

### **Does MARIS remove photos from an off-market listing?**

MARIS MLS is committed to providing the most accurate, timely, and comprehensive pre- and post-market real estate data. MARIS does not delete accurate data from the MLS.

### **How do I update incorrect selling agent information?**

For the first 90 days after a listing is Closed, at no charge, MARIS will update the selling agent information with approval from the listing agent, recorded agent or managing broker/admin of the listing office. After 90 days, there is a \$25 fee to update a listing. This is a per listing charge.

### **How can I update or correct the Original Price?**

If the list agent provides a copy of the listing agreement, MARIS will correct the original price if you send an email to [listingchanges@marismls.com](mailto:listingchanges@marismls.com). We cannot remove the history of the price change or the banner that is added under the photo on a detail display.

### **Can MARIS update the CDOM if I have accidentally reactivated a listing vs creating a new one after the 30-day reset?**

No, you will need to wait for another 30 days.

### **Can below grade rooms be counted in room counts? What about bedroom/bathroom counts?**

Below grade rooms should not be counted in room count. The bedrooms and bathrooms can be included in those counts as long as they follow MLS Interpretive Policies which state:

- Code compliant where applicable. Most bedrooms require reasonable room size, ceiling height, closets (exception for historical properties), egress/ingress, permanent heat source and cannot be tandem (if tandem, only one of the two rooms can be counted as a bedroom).

**Can MARIS update the square footage once a listing is off market?**

Yes, with documentation (i.e., tax records, appraisal, etc.).

**Does MARIS delete listings?**

No, (duplicate listings are only exceptions to this rule).

**How does a duplicate listing work?**

A duplicate listing is a listing added to a second property type to accurately reach clients looking at mixed use properties. When the listing agent informs MARIS, the property has Closed, we will remove the duplicate from the MLS. This is done to ensure it will not affect comps or stats.

**Can we reinstate an Expired listing?**

If a listing has been expired for less than 30 days, you can reinstate the listing. However, if the listing has been expired more than 30 days, you will need to send an email to [listingchanges@marismls.com](mailto:listingchanges@marismls.com) so staff can update.

**Can MARIS update the sale price?**

If the list agent provides the closing documents, we will update it.